

SARDAR PATEL UNIVERSITY
Programme: BBA (Hospitality Management)
Semester:V
Syllabus with effect from:June-2013

Theory

Paper Code: UM05CBBH04	Total Credit:3
Title Of Paper: Utility Management House Keeping - II -(T/P)	

Unit	Description in detail	Weighting (%)
I	Maintaining floor Selecting and caring for carpeting Carpet care equipment and supplies Selecting and caring for hard floor Equipment and supplies for hard floor Managing the care of interior design element The housekeeper's role in interior design Wall, ceiling, window furniture, fixture and equipment	25 %
II	Managing equipment and supplies Supplies and small equipment Selecting guest supplies and amenities Finding the right product Selecting and caring for capital equipment Purchasing, renting and working with contract services Managing the on premise laundry operations Managing the on premise laundry Equipping the on premise laundry Equipping the mini laundry Staffing the on premise laundry The laundry process Reducing waste and loss Managing dry cleaning operation The linen contracts Creating quality assurance	25 %
III	Controlling linen, uniform and storage Managing linen supplies Calculating linen needs Inventory Creating a replacement schedule Managing uniform and supply Selecting uniform Establishing uniform control Stocking and storing uniform Organizing and maximizing storage space	25 %
IV	Trend for today: using technology, institutional environmental practices Maximizing the benefit of technology	25 %



Managing labour cost with technology Accounting and budgeting with technology Instituting environmentally friendly cleaning practices Encouraging staff Involvement Determining the cost	
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Practical

Paper Code: UM05CBBH04	Total Credit:3
Title Of Paper: Utility Management House Keeping - II -(T/P)	

Unit	Description in detail	Weighting (%)
	Familiarization with different laundry equipment	
	Operation of laundry	
	Bed making	
	Managing lodging operation	

Basic Text & Reference Books:

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| ➤ Branson | Hotel, Hostel, Hospital Housekeeping |
| ➤ Sudhir Andrews | Housekeeping Training Manual |
| ➤ Raghubalan | Hotel Housekeeping |

